

FACT SHEET ON DISCLOSURE FORMS

Disclosure of Conflicts of Interest

Who: Any city elected official, board member, and other individual who is required to file the annual city financial disclosure form (see list below)

When: The official or employee knows, or with reasonable investigation should know, that he or she has a financial or personal interest in a matter, legislation, or decision pending before the individual or his or her agency

What: Proposed legislation or decision in which the official or employee has a financial or personal interest

How:

1. Verbally at meeting and
2. In writing on online disclosure form

Filing deadline: Disclose verbally prior to the vote or decision and disclose in writing immediately afterwards

Source: Code Section 2-813

Expense Reimbursement Report

Who: Any city official or employee who receives payment or is reimbursed from a non-city source for “reasonable hosting expenses”

What: Reimbursements or payments by non-city sources of reasonable hosting expenses, including travel, meals, lodging, and conference registration fees, in connection with

- speaking engagements
- participation on professional or civic panels
- teaching or
- attendance at conferences in an official capacity

Filing Deadline: Within 30 days of receipt of the reimbursements or payment of the expenses

Sources: Code Sections 2-801 & 2-815

Report of Gift to the City of Atlanta

Who: Any city official or employee who accepts a gift on behalf of the City of Atlanta; form may be completed by the department head, office manager, project manager, event coordinator, or other city employee

When: Each year in which a city official or employee accepts a gift on behalf of the City of Atlanta

- from a prohibited source
- as a result of soliciting a donation
- as an honorarium or
- for addition to the general fund or the city's inventory of property

What: Gift or donation, donor, recipient, value of gift, date received, and reason for gift

Filing deadline: December 31 of year in which City receives gift

Source: Code Sections 2-801 & 2-818

Annual City Financial Disclosure Statement

Who:

- Elected city officials
- Commissioners and deputy commissioners
- Bureau directors and assistant bureau directors
- Division heads and managers
- Zoning administrators, assistant zoning administrators, and inspectors
- Deputy, assistant, and associate city attorneys
- Contract compliance officers, contracting officers, and buyers
- Employees with discretionary or supervisory authority over investment or auditing of city finances or contracts
- Executive directors of city boards, commissions, and authorities
- City hearing officers
- Members of city boards created by state or city law
- Members appointed by the City to other public boards and
- NPU chairs and vice chairs

When: Every year the individual serves in the affected positions and year after he or she leaves city service

What:

- Positions of employment
- Sources of income from businesses in excess of \$5,000
- Employment and benefits derived from city transactions by immediate family members
- Direct ownership in real property
- Business transactions by employer with the City and
- Identity of stocks, trusts, bonds, debentures in excess of \$10,000

Filing Deadline: February 15

Source: Code Section 2-814

6/7/2006